

RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

Annual Fee Information

The NC Radiation Protection Section (RPS) is mandated by the North Carolina Radiation Protection Act to protect the health and safety of the public from sources of radiation. The Act requires that the Section collect fees to offset the costs of these duties. Annual fees are collected for the registration and inspection of x-ray machines, tanning beds, licensing of radioactive materials, devices and particle accelerators.

Annual fee amounts charged by the Section are unchanged for fiscal year 2021-2022. **An invoice for annual fees will be mailed for receipt on July 1st** to the billing contact you have provided to our Section. This payment covers the registration/license period from July 1, 2021 to June 30, 2022. **Do not attempt to make a payment using a previous year's account/invoice number. You must have a unique invoice number to make the payment for the new year.**

Payments are past due if not paid within 30 days. Invoices not paid within 60 days are considered delinquent. A 10% statutory penalty and interest charges will be added to delinquent accounts.

The preferred method of payment is via the online option at <https://www.thepayplace.com/northcarolinadhhs/dhsr/ncrpsfees/challenge.aspx>. You may also send a check. It is not recommended to use Automated Clearing House (ACH) payments. **Include the invoice number and registration/license number on your check.**

If you have questions concerning invoices or need a copy of your bill, **call 919-814-2274 or email RPSPayments@dhhs.nc.gov**. Please update your contact information with these new numbers. Provide your registration or license number on all correspondence.

Fee Amounts and Information

[X-ray Facilities and Service Companies](#)

[Tanning Facilities](#)

[Radioactive Materials Licenses](#)

Maintaining current contact and equipment information with RPS is required:

Report **x-ray** machine and contact changes to XrayNORS@dhhs.nc.gov using a copy of your Notification of Registration or forms located at: <http://www.ncradiation.net/Xray/applic.htm>).

Report **tanning** machine and contact changes to NCTanning@dhhs.nc.gov using forms located at: <http://ncradiation.net/Tanning/applicationsnew.htm>).

Update **radioactive materials** license information to licensing.ram@dhhs.nc.gov using forms located at: [http://ncradiation.net/rms/rmsforms2.htm\(Rev01\).htm](http://ncradiation.net/rms/rmsforms2.htm(Rev01).htm)